Permit #F00141724-A

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00141724-A **Type of Permit:** FILMING **Release Date:** 09/06/2018

Production Company UNIVERSITY OF SOUTHERN CALIFORNIA

Insured Company Name UNIVERSITY OF SOUTHERN CALIFORNIA

Contact Phone No. 1 213-740-2895
Contact Phone No. 2
Fax 213-740-7308
Address 851 DOWNEY WAY, HSH 300
LOS ANGELES, California 90089

Production Title GRACIE KING AND THE ELMHURST SPOOK

Type of Production Student

Producer Taylor Willis

Director TJ Ryan

1st AD Noelle Hanson

Production Manager Taylor Willis

FilmL.A. Coordinator Angel Miranda

Location Manager Taylor Willis
Primary Phone Mobile - 214-850-7974
Secondary Phone

Location Assistant TJ Ryan
Primary Phone Mobile - 801-243-0028
Secondary Phone

Fees

Total Permit Fee $0.00

Number of Locations 1

NOT A PERMIT

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Summary Information

Location

Permit Number	F00141724-A	**Location Manager**	Taylor Willis
Production Company	UNIVERSITY OF SOUTHERN CALIFOR...	Primary Phone	Mobile - 214-850-7974
Insured Company	UNIVERSITY OF SOUTHERN CALIFOR...	Secondary Phone	
Production Title	GRACIE KING AND THE ELMHURST S...		

Location Address 4235 Monterey Rd, Los Angeles, CA, 90032

Location Name ERNEST E. DEBS REGIONAL PARK

Location Type Park

Location Description ERNEST E DEBS REGIONAL PARK / LA CITY PARK

Film Dates 9/7/2018 - 9/7/2018 06:00 - 18:00 1 day

Open or Closed to the Public Open

Generic Conditions
*LA CITY AND/OR LA COUNTY FIRE CHECKLIST ATTACHED TO FINAL PERMIT. THE PERMITTEE IS RESPONSIBLE FOR COMPLETING CHECKLIST PRIOR TO FILMING ACTIVITY AT THIS LOCATION. NON COMPLIANCE MAY RESULT IN ASSIGNMENT OF A FIRE OFFICER.
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No Parking in handicap spaces at anytime.

Please see attached documents
F141724 Letter.pdf
F141724 ID.pdf
F141724 Guidelines.pdf
ERNEST E. DEBS AND PARKING LOT GUIDELINES 62232.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	2

Personnel on Location

Type	Quantity
Cast	2
Crew	5
Rec & Park Monitor required	1

Filming Activities Handheld equipment; Exterior dialogue and establishing shots; Camera, equipment and film activities on city park property only – no public sidewalk and/or street activities;

Jurisdiction **Political:** Los Angeles City - **Police:** Los Angeles **Fire:** Los Angeles City

NO PERMIT

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Council District 01 Police Department

Thomas Guide **Page:** 595 **Grid:** D4

Approvals LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE Raul Mayen

Coordinator Note RAPG REF: 62232.

Coordinator Note BASE CAMP AND ALL CAST, CREW, PERSONAL AND EXTRAS VEHICLE PARKING WILL BE ON (PRIVATE) PROPERTY ONLY - ABSOLUTELY NO CAST, CREW, EXTRAS, AUDIENCE OR PERSONAL VEHICLES TO BE PARKED ON AREA STREETS, ROADS (INCLUDING SHOULDERS) OR ALLEYS.

Coordinator Note ONE (1) REC AND PARK MONITOR REQUIRED. 9/1, 06:00 - 12:00 HOURS.

Coordinator Note Rider A - adds additional Film Day of 9/7/2018.

Coordinator Note Rider A- No park monitor required.

Parking

Base Camp
Location Type : Filming Location

Crew Parking
Location Type : Filming Location

Parking Notes
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USC School of Cinematic Arts

STUDENT PRODUCTION OFFICE
Telephone: 213.740.2895
Fax: 213.740.7308
Email: spo@cinema.usc.edu

STUDENT CERTIFICATION

Falsifying information or using an invalid production number is a violation of the student conduct code. Production numbers may only be used for the class for which they are assigned.

Date: 08/23/18 (Expires after 30 Days)

This is to certify that Taylor Willis (NAME OF STUDENT) is enrolled in CTPR 310 (CLASS NO.)

for the Fall (FALL/SPRING/SUMMER), 2018 (YEAR) semester and is engaged in the production of an authorized student project, USC Production Number: 183-310-3011 (PRODUCTION NO. [xxx-xxx-xxxx])

entitled Gracie King and the Elmhurst Spook (TITLE OF THE PRODUCTION).

The number of cast and crew members: 1 – 3 / (4 – 10) / 10+ . (PLEASE CIRCLE ONE)

The following individuals are members of the crew who are authorized to use this form:

NAME	POSITION	PHONE NUMBER
Taylor Willis	Producer	(214)-850-7974
TJ Ryan	Director	(801)-243-0028
Noelle Hanson	Director of Photography	(605)-377-4215

Student productions undertaken by SCA students are for instructional purposes only and are not intended for any commercial use. **USC retains the copyright to the above stated student produced project.**

Student Signature: [signature] Date: 08/23/18

---------- **SPO STAFF USE ONLY** ----------

USC ID Number: 3032450063 Number of CREW members certified: 3

Sincerely,

[signature]

USC SCHOOL OF CINEMATIC ARTS
STUDENT PRODUCTION OFFICE

S.P.O.

Revised 07/18/14

PRINT

USC University of Southern California
TAYLOR ALEXIS STITH WILLIS
3032450063 STUDENT

NOT A PERMIT

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

NOT A PERMIT

Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

ERNEST E. DEBS PARK

- **Ok to FILM at Ernest E. Debs Park on 09/01/2018.**
- **Company must stay in the open grassy picnic area at all times on 09/01/2018.**
- **Company may not film on trails or by the pond on 09/01/2018.**
- **Permissible to conduct as scene where talent searches for an aging cryptologist that got away.**
- **Ok to film by the pond on 09/01/18 only when the Park Monitor is present.**
- **Permissible to set up a tent, small folding table and 3 foldable chairs.**
- **Permissible to have a Sony FS5 digital camera, shoulder mount, and 2 silks.**
- **May not block patron walking access around the pond.**
- **5 MPH for all drivers along the service road leading to the pond.**
- **Trucks and large equipment (i.e., stake beds, cube trucks, condors, cranes etc.) are not allowed to drive or park in front of the pond. Trucks may not go beyond the fire hydrant or trash can at either end of the pond. No exceptions**
- **Picture vehicles only allowed beyond the fire hydrants at either end of the pond.**
- **Company may not block or restrict access into the parking lot.**
- **Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.**
- **Generators must be kept on concrete/plywood base. Keep away from trees/brush.**
- **Companies may not have exclusive use.**
- **Use of City utilities (water and electricity) is $75 per use, per day and the company will be invoiced by the Park Film Office.**
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- **Nudity is prohibited and not allowed in any Recreation and Parks facility.**
- **No simulated sex allowed on Park property.**

- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

F-141724

UNIVERSITY OF SOUTHERN CALIFORNIA- GRACIE KING AND THE ELMHURTS SPOOK

(ERNEST E. DEBS AND PARKING LOT)

NOT A PERMIT

PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

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ERNEST E. DEBS PARK

- **Ok to film at Ernest E. Debs Park on 09/07/18 from 6:00AM-6:00PM.**
- **Company must stay in the open grassy picnic area at all times.**
- **Company may not film on trails or by the pond at any time.**
- **Permissible to conduct as scene where talent searches for an aging cryptologist that got away.**
- **Permissible to set up a tent, small folding table and 3 foldable chairs.**
- **Permissible to have a Sony FS5 digital camera, shoulder mount, and 2 silks.**
- **Trucks and large equipment (i.e., stake beds, cube trucks, condors, cranes etc.) are not allowed to drive or park in front of the pond. Trucks may not go beyond the fire hydrant or trash can at either end of the pond. No exceptions**
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